

Dear Business Owner;

PLEASE READ THIS LETTER IN ITS ENTIRETY: FAILURE TO COMPLY WITH INSTRUCTIONS WILL RESULT IN A PENALTY.

IF WE DO NOT RECEIVE YOUR SIGNED STATEMENT (EVEN IF EXEMPT) YOU WILL BE PENALIZED!

Enclosed is your **2019 Signed Statement of Personal Property and Schedule A (WHITE paper).**

Also enclosed are:

USTC 2018 Personal Property Percent Good Valuation Schedule & Personal Property Classification Guide (PINK paper),
Schedule B – Personal Property Acquired and Disposed of in 2018 (BLUE paper),
Schedule R – Re-Classified Property and Instructions (BLUE paper).

--SECTION 1--

Line 1 asks for Equipment and Supplies. The cost of supplies can be determined by taking the one year total cost of supplies and dividing it by 12. Supplies on hand include all office supplies, replacement parts, maintenance supplies, lubricating oils, fuel, and consumable items not held for sale in the ordinary course of business.

Inventory items are not included. If you are a lease company, this would be your total Taxable Value.

Line 2 If you have previously filed, the amount that needs to be listed on **Line 2** is the total taxable value from Schedule B additions and deletions (**BLUE paper**). Your additions and deletions must tie to last year's rendition! While you may send your own spreadsheet, you must show deletion/addition detail.

If this is for a new business or for a business that has not previously filed, you will need to list all of your equipment, the year it was purchased and the purchase price when new, on the back of the **WHITE paper** **OR** include a separate spreadsheet with this information. Next, using the **PINK paper**, determine the correct **Property Code** and **Percent Good** for the item. Then, multiply the acquisition Cost of the item by the Percent Good. This is the Taxable Value of the item. After the **Taxable Value** for all of the items have been determined, total this column to get the Grand Total. This total should then be placed on **Line 2** on the front of the **WHITE paper**.

Line 3 Please see the **Schedule R with Instructions - (the BLUE papers)** for this line.

Line 4 is your total taxable value (total lines 1,2 & 3). **If the total on Line 4 is \$10,800 or less, STOP, do not calculate the tax at this time, go to the Exemption Application below. If the total of Line 4 is \$10,801 or greater, continue on to Line 5. DO NOT DEDUCT \$10,800.**

Line 5 is the tax rate for the taxing district for the physical (situs) address of your business. If your business has moved during the year, please call us for the correct tax rate for the new location.

Line 6 is asking for the Age Based Fee total. If your business has an off-highway vehicle that is **NOT** registered with Motor Vehicles, it needs to be listed on Schedule A with its appropriate Age Based fee.

Line 7 is for "Fee In Lieu" property if there is any.

Line 8 is the total tax dollar amount due. Multiply Line 4 by the tax rate on Line 5, add the total age based and Fee in Lieu fees on **Lines 6 & 7** (if any). Please return the signed and dated Statement, and accompanying forms, with your check for the amount due and your **2019 Personal Property Statement** is complete. Make a copy showing amount paid, as no receipt will be issued.

APPLICATION FOR EXEMPTION INSTRUCTIONS ON BACK

EXEMPTIONS ARE NOT GUARANTEED. Forms must be returned by 5/15/19 to be granted.

EXEMPTION APPLICATION

A business with a taxable value **LESS THAN \$10,801** may be exempt from Personal Property Tax. You **MUST** sign this section in order to apply for this exemption. Also, **ALL** the enclosed forms **MUST** be **COMPLETED AND RETURNED** to our office by the **May 15th** due date in order to qualify for this exemption. The Personal Property Statement is subject to review and audit. **If you do not qualify for this exemption, we will notify you and payment will be due 30 days from this notification.**

If these forms are not returned by May 15, 2019, NO exemption will be allowed.

**Return forms and make checks payable to:
Daggett County Assessor
PO Box 387
Manila, UT 84046**

If this business has CLOSED, has changed OWNERSHIP, or has changed NAMES, please make a notation of these changes and return the form to our office.

PLEASE NOTE: PERSONAL PROPERTY TAXES ARE DUE May 15, 2019. INTEREST WILL BE CHARGED AT 7.25% PER ANUM ON ALL PAST DUE ACCOUNTS AFTER THAT DATE.

Pertinent Code Citations for Personal Property Assessment:

PENALTY: 59-2-307 “Any person who willfully refuses: (a) to make the statement required by section 59-2-307, (b) to appear and testify when requested by the assessor, shall pay a penalty equal to 10% of the estimated tax due, but not less than \$25 for each failure to file a signed and completed statement.

APPEAL: 59-2-1005 (2) Any taxpayer dissatisfied with the taxable value may appeal by filing an application no later than 30 days after the mailing of this notice. Appeal forms may be obtained from the Daggett County Auditor’s Office, 95 North 1st West, Manila, UT 84046, or by calling 435-784-3210 ext 405.

Our office will be available to assist anyone who needs help completing the Signed Statement of Personal Property. Telephone inquiries are welcome at 435-784-3222 ext 410.

IF YOU DO NOT SUBMIT A SIGNED STATEMENT, THE *ASSESSOR WILL ESTIMATE THE VALUE OF YOUR PERSONAL PROPERTY AS REQUIRED BY UTAH CODE ANNOTATED 59-2-307.*

UTAH LAW PROVIDES THAT AN ESTIMATE SHALL NOT BE REDUCED BY THE COUNTY BOARD OF EQUALIZATION OR BY THE STATE TAX COMMISSION.